

Civil Service Commission

The San Luis Obispo County Civil Service Commission Regular Session Meeting

Wednesday, November 19, 2014, 2014 @

9:00 A.M.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

Present: President Chapman, Vice President Caruthers, Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Heather Carey Gunderlock

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Chapman: Called the meeting to order at 9:00 A.M. and led the flag salute.

2. **Public Comment Period:** Asked for Public Comment. Being none, he closed the Public Comment period.

3. **Minutes – September 24, 2014:** Commissioner Bergman and Commissioner Caruthers abstained since they were not present at the last meeting. Commissioner Bergman stated that the August minutes need to be brought to the Commission at the December meeting as well; the Clerk will follow his direction and present these minutes at the December meeting.

4. Job Class Specifications: New

a. Deputy Director – General Services Department

Mark McKibben, HR Analyst: Addressed the Commission and explained the reason for the new job specification. He reminded the Commission that the General Services Agency was dissolved and that Interim directors are overseeing the various General Services divisions. He explained that HR had worked with the Administrative Office and it was decided that project management is essential at this time within the Department and that the Deputy Director will be tasked with that responsibility.

Commissioner Nash: Stated that she observed that the "Knowledge" portion of the minimum qualifications relates to "safety standards" and she suggested adding similar verbiage added to the "Experience" portion of the specification. Mr. McKibben agreed to add the suggested verbiage.

Commissioner Caruthers: Asked if the County currently has a pool of candidates with this diverse knowledge. Mr. McKibben responded that some of the interim directors do possess some of this knowledge.

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- Ms. Douglas-Schatz: Stated that the Deputy Director position presents a potential career path for current County Division Managers (of which there are approximately 70 employed within the County at this time).
- Commissioner Bergman: Asked how many employees currently possess these skills and whether or not this would be an Open or Countywide Promotional recruitment.
- Mr. McKibben: Stated that there are 5 or 6 internal General Services candidates who possess these skills. He added that the recruitment could be opened as either a Countywide Promotional recruitment, depending on the Administrative Office's direction.
- Mr. Tappan: Asked if bringing the Deputy Director specification prior to the Director specification is premature.
- Mr. McKibben: Stated that it is because HR and the Administrative Office have determined that project management is an immediate need currently for General Services and that the Deputy would lead this initiative.
- President Chapman: Asked Ms. Nash if Mr. McKibben adds the safety verbiage if it would be acceptable to her that the changes be made and not brought back to the Commission; Commissioner Nash stated that this would be acceptable.
- Ms. Douglas-Schatz: Reported that the recruitment for Director - General Services is underway.
- President Chapman: Asked for Public Comment regarding the new specification. Being none, he closed the Public Comment period. He asked for a motion; Commissioner Caruthers made the motion. Commissioner Nash seconded. Motion passed 5-0-0.

5. Reports

a. Commission President

President Chapman: Introduced his successor Erwin Ohannesian to the Commission. The Commission and HR staff welcomed him. Mr. Ohannesian will attend the January Civil Service Commission meeting.

b. Commission Counsel

Tim McNulty: Notified the Commission that there will be a Closed Session portion of next month's meeting to consider the Sanchez litigation.

c. Commission Secretary:

Ms. Douglas-Schatz: Addressed the Commission and notified them that HR is in receipt of a termination appeal but that it has not yet been scheduled for prehearing. She let the Commission know that if dates are needed, she will request that the Clerk contact the Commissioners to obtain availability.

6. Adjournment

President Chapman: Being no further business, President Chapman adjourned the meeting at 9:39 a.m.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*